

**TOWN OF NANTUCKET
JOB DESCRIPTION**

DEPARTMENT: FINANCE DEPARTMENT

POSITION: ACCOUNTANT

COMPENSATION LEVEL: NEGOTIATED

EFFECTIVE DATE: NOVEMBER, 2005

DEFINITION

Under the direction of the Finance Director and in accordance with state statutes and town bylaws, performs highly responsible fiscal and general management responsibilities. Assists with year-end audits, ensures accuracy of general ledger and is responsible for the daily, monthly, quarterly and annual closing cycles. Assists Finance Director with various other accounting and financial activities, including support for Union negotiations. Regularly reviews and analyzes for costs impacts to town and union collective bargaining proposals. Directly assists and acts in a confidential capacity to the Finance Director.

SUPERVISION

Works under the direction of the Finance Director.

JOB ENVIRONMENT

The work is performed under typical office conditions; work environment can be hectic with frequent interruptions. Operates general office equipment such as computer, calculator, fax and copier. Makes frequent contact with town departments, relevant state agencies and general public. Errors in judgment could result in legal ramifications, and have severe financial repercussions.

ESSENTIAL DUTIES/RESPONSIBILITIES/FUNCTIONS

The essential functions listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Provides assistance to the Finance Director by preparing variety of financial reports for internal and external users. Prepares and gathers information for Finance Director as may be requested.
- Monitors department budgets; conducts internal audits of town departments and coordinates external audits, as directed.
- Maintains and reconciles comprehensive financial records; assists with year-end audit, including preparing client work papers and providing assistance to external auditors.
- Assists with preparation of Annual Town budget; prepares financial projections for salary and other expenses; analyzes expense and revenue trends.
- Oversees the general ledger reconciliation processes for accuracy; responsible for daily, monthly, quarterly and annual closing cycles.

- Attends Selectmen's, Finance Committee and Capital Program Committee meetings as requested. Represents Finance Director at various meetings; acts as Finance Director in that person's long-term absence, as may be necessary.
- Performs other duties as may be required or assigned.

RECOMMENDED MINIMUM QUALIFICATIONS

Education and Experience:

Bachelor's degree in accounting and at least three years of responsible/progressive experience in accounting required. Governmental accounting experience and preparation of General Purpose Financial Statements preferred.

Knowledge, Ability and Skills:

Knowledge. Thorough knowledge of the principals and practices of financial management and computer skills in sophisticated financial software packages (the Town uses MUNIS software for its financial accounting) as well as competency in Microsoft Excel and Word. Working knowledge of Generally Accepted Accounting Principals (GAAP) and Governmental GAAP highly desired.

Ability. Must have ability to prepare and analyze complex financial reports; ability to maintain efficient and effective financial systems and procedures; ability to accurately account for town funds; ability to establish and maintain effective working relationships with co-workers, other departments and public within an often-pressured environment. Position has access to confidential information and must be sensitive to maintaining confidentiality, particularly with regard to collective bargaining.

Skills. Strong written and verbal communication skills necessary; must be capable of working independently with minimal supervision. Must be able to operate standard types of office equipment, including but not limited to, copy machine, facsimile machine, computer and telephone.

PHYSICAL REQUIREMENTS

Must have sufficient manual dexterity and physical flexibility to bend and reach to complete basic office tasks. The work involves standing, sitting and/or walking for the greater portion of the workday. Must be able to travel, attend meetings and manage relatively high levels of stress. Work may sometimes be required beyond the usual eight-hour day.

NOTE: This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

Appointment to the position is contingent upon passing a pre-employment physical examination.